

Position Vacancy Announcement



U.S. Consulate General Merida

NO: 12/06

OPEN TO: All Interested U.S. Citizen Candidates

POSITION: 98890001 Cancun Consular Agent position FZ-75%

OPENING DATE: July 2, 2012

CLOSING DATE: July 16, 2012

WORKING HOURS: Part-time; 30 hours/week

SALARY: Starting salary and position grade to be confirmed by Washington

(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job. EFM's and MOH's may still apply if outside of these parameters however they will not be given preference when equally qualified. **NOTE: Consideration of EFM's will be based on funding availability. Please contact the EFM Coordinator at x4096 for more details.**

The U.S. Consulate General in Merida is seeking a U.S. Citizen applicant for the part-time Consular Agent position in Cancun, Quintana Roo, Mexico.

BASIC FUNCTION OF POSITION:

The Consular Agent is responsible for providing the following:

1. Emergency services to U.S. citizens that include reporting arrests, notifying the Consulate of deaths and assisting the next-of-kin with funeral arrangements and safeguarding of personal effects, visiting and assisting injured or hospitalized persons, relaying emergency messages from family members, attempting to locate missing individuals, and assisting destitute persons.
2. Routine services including acceptance of passport and birth registration applications, and notariats.
3. Visit and report to the Consulate on the welfare and whereabouts of children who are subjects of international child custody disputes.
4. Develop a network of contacts among local officials and community members.
5. Serve as sub-cashier for the collection of consular fees.
6. Administer the daily activities of the Consular Agency, including maintenance of facilities, internet and phone service, files, and records.
7. Manage two locally employed staff (LES) members.
8. In exceptional circumstances, provide backup assistance to the Consular Agencies in Playa del Carmen or Cozumel as directed by the Merida Consular Chief or Principal Officer.

QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) At least two years of post-secondary study (college, university, vocational school, or in the U.S. Armed Forces).
- 2) At least two years experience in managing an office and staff and customer service or two years experience in U.S. government service is required.
- 3) Be willing to work on an irregular schedule (i.e. frequently after office hours and on weekends).
- 4) Level IV (advanced professional proficiency) spoken and written English.
- 5) Level III (general professional proficiency) spoken and written Spanish.
- 6) Skilled in using computer programs including Microsoft Word, email, and the internet.
- 7) Good working keyboard and data entry speed (36+ wpm) skills are required. (Please see section on pg. 2 for test instructions).
- 8) Applicants must have or be able to obtain a valid Mexican driver's license and be available to travel within the Cancun regional area and to the U.S. Consulate in Merida.

SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT

The selected candidate must be a U.S. citizen, year-round resident of or will re-locate to Cancun, Quintana Roo, Mexico with authorization to work in Mexico (FM-3 or equivalent status). The selected candidate must live full-time in Cancun where time away from city of assignment is the exception rather than the norm. The selected candidate must demonstrate fluency in the Spanish and English languages.

Although the Consular Agent may be informally accorded "Honorary Consul" status by the Government of Mexico, the Consular Agent is not a diplomatic or consular officer of the United States. Accordingly, the Consular Agent is not entitled to the full privileges and immunities that the diplomatic or consular officers enjoy under international law.

During the first year of employment, the Consular Agent is initially appointed as an "Acting Consular Agent" pending completion of a suitability and background check required for a Public Trust Certification security clearance. Required forms and procedures will be provided prior to entry on duty. After the first year of employment, limited appointments of up to three years at a time, with no limit on the number of extensions, may be requested by the supervising post and approved by the Department of State.

SUPERVISION

The Consular Agent is under the direct supervision of the Consular Section Chief of the U.S. Consulate in Merida, Mexico. The incumbent receives an annual performance evaluation rated by the Consular Section Chief and reviewed by the Principal Officer. Training, supplies, and logistical support will be provided by the Consulate in Merida and U.S. Department of State.

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CLEARANCE PROCESS.

Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving on probation are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All new Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

To Apply

Interested applicants for this position **MUST SUBMIT** the following or the application **WILL NOT BE CONSIDERED**:

- 1) **Universal Application for Employment (UAE) DS-174 form** <http://www.state.gov/> or (<http://www.google.com>) **plus** any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 2.
- 2) **Non-native Spanish speakers:** Test score is required from the CIS (<http://www.cisyucatan.com.mx/>) or Berlitz (<http://www.berlitz.com>). (Valid for two (2) years)
- 3) **TOEIC or TOEFL** English test score is required (Valid for two (2) years). Refer for Test information/address to: Berlitz (<http://www.berlitz.com>); Benjamin Franklin (<http://www.benjaminfranklin.com.mx/>) or Harmon Hall (<http://www.harmonhall.com/>).
 - The scores for Level IV (Fluent) are : (TOEFL IBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)
 - Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
- 4) **For Typing test** (36+ wpm) **visit:** <http://www.typingtest.com/>
- 5) **Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.**

Note: Any costs for travel and test fee are the applicant's responsibility.

SUBMIT APPLICATION TO:

MeridaHR@state.gov (Please include position **98890001 Cancun Consular Agent position FZ-75%** in subject line of e-mail) or deliver in a closed envelope to:

U.S. Consulate General Merida - Human Resources Office
Calle 60 No.338-K por 29 y 31 Col. Alcalá Martín
C.P. 97050 Merida, Yucatan, Mexico.

Please check the U.S. Consulate Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site (www.usembassy-mexico.gov) for future vacancy announcements.

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US Citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
 2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. **Member of Household (MOH):** Someone who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
 4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
- The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.